

14 November 2018

Re: FOIA Requests # NGC18-179 and NGC18-367

Ms. Emma Best MuckRock News 411A Highland Avenue Dept. MR 49294 Summerville, MA 02144

Dear Ms. Best:

This letter responds to two Freedom of Information Act (FOIA) requests that you submitted to the National Archives and Records Administration seeking copies of forms filed with the Information and Security Oversight Office (SF-311 and SF-716). The National Archives referred the pertinent documents orgininating with the Marine Mammal Commission to me for review and disposition. I have determined that release of these documents in their entirety is appropriate. Those documents, along with copies of the referral letters are enclosed.

Sincerely,

Michael L. Gosliner, Esq.,

General Counsel

Enclosures



Date: 10/17/2018

To: Michael Gosliner

FOIA Officer

Marine Mammal Commission

4340 East-West Highway, Suite 700

Bethesda, MD 20814

From: Joseph A. Scanlon

FOIA & Privacy Act Officer

National Archives and Records Administration

Office of General Counsel

8601 Adelphi Road, Room 3110

College Park, MD 20740

Subject: Referral of FOIA of Emma Best

NARA tracking number: NGC18-179

Agency Security Classification Management Program Data (All available years)

Your agency's Security Management is required to file an annual Agency Security Classification Management Program Data report with the Information Security Oversight Office (SF-311 Form) each year. The requester, Emma Best, has asked for copies of the SF-311 Forms you completed and filed with us for all available years. Enclosed are copies of each SF-311 Form that your agency completed and submitted to NARA between the years 1995 to 2012.

Please review these documents for any redactions you wish to make under applicable FOIA exemptions, and **respond directly to the requester**. NARA is not requesting that any information be withheld on its behalf.

NARA has provided its own SF-311 Forms to the requester and closed her request to us on September 28, 2018. We have notified the requester of this referral to your agency for direct response to her.

A copy of the requestor's initial request to NARA is enclosed. If you have any questions about this referral, please contact Jodi Foor, Deputy FOIA Officer, 301-837-2099, or jodi.foor@nara.gov. Thank you for your attention to this matter.

NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK. MD 20740-6001 www.archives.gov



September 28, 2018

VIA FOIAonline
Emma Best
MuckRock News
411A Highland Ave.
Dept. MR 49294
Somerville, MA 02144

Re: Freedom of Information Act Request: NGC18-179

Dear Ms. Best:

This is in response to your Freedom of Information Act (FOIA) request dated February 19, 2018, and received in our office on February 20, 2018. Your request was assigned *FOIAOnline* tracking number NARA-NGC-2018-000333, as well as the above internal tracking number. In your request, you stated that you were seeking "Copies of all SF-311 forms submitted to NARA from all agencies for all available years."

We conducted a search and were able to locate National Archives and Records Administration (NARA) SF 311 forms received dating from 1997-2016. We are releasing eighteen (18) documents in full with no redactions. These document are being provided in PDF format and uploaded to *FOIAOnline*.

We also located the SF 311 forms provided to NARA from other government agencies. Although NARA was provided the forms, the information within the forms belong to the government agencies who submitted the forms. Therefore, we are referring these SF 311 forms to the agencies for review. You will receive a direct response from those agencies.

This completes the processing of your FOIA request.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and

NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 www.archives.gov the envelope should be clearly marked "Freedom of Information Act Appeal." If you submit your appeal by e-mail please send it to FOIA@nara.gov, also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number NGC18-179 and your FOIAOnline tracking number.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison Gary M. Stern for assistance at the address below:

National Archives and Records Administration 8601 Adelphi Road, Room 3110 College Park, MD 20740-6001 301-837-1750 garym.stern@nara.gov

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road–OGIS
College Park, MD 20740-6001
ogis@nara.gov
ogis.archives.gov
202-741-5770
1-877-684-6448

Thank you for contacting the National Archives and Records Administration, and please feel free to also contact me directly if you have any questions about this FOIA request.

Sincerely,

/s/9/28/2019
Jodi L. Foor
Deputy FOIA Officer
National Archives and Records Administration
Office of General Counsel
(301) 837-2099
jodi.foor@nara.gov

/s/08.27.2018 Official: NGC

Reading: NGC
Information Copy: NGC
NGC:jlfoor/jlf 09/28/2018
S:FOIA/FOIA CASE FILES/FY 2018 NGC18-179 – FOIA request File code 1103-6

Request Details Request Type: FOIA

Status: Initial Evaluation Due Date: N/A

(O (Never Started)











Submitted

Evaluation

Assignment

Processing

Closed

Request Details -

Tracking Number: NARA-NGC-2018-000333

□ Requester: Emma Best

Organization: N/A

Requester Has Account: Yes

Email Address: 49294-

89558481@requests.muckrock.com

Phone Number: N/A Fax Number: N/A

Address: MuckRock News, 411A

Highland Ave

DEPT MR 49294

City: Somerville

State/Province: MA Zip Code/Postal Code: 02144 Submitted Date: 02/19/2018

Last Assigned Date: 02/19/2018 Fee Limit: \$0.00

Request Track: Complex Due Date: N/A

Assigned To: Office of General Counsel

Last Assigned By: N/A

Submission Details Case File Admin Cost Assigned Tasks

Comments (0)

Review

33

Request Handling -

Requester Info Available to Yes →

the Public:

Request Track: Complex +

Fee Category: Select Fee Category →

Fee Waiver Requested: Yes

Fee Waiver Status: Pending Decision

Expedited Processing No. Requested:

Expedited Processing Status: N/A

Request Perfected: No +

Acknowledgement Sent Date:

Unusual Circumstances?: No

5 Day Notifications: □

Litigation: No -

Request Description -

Short Description:

NGC18-179

To Whom It May Concem: This is a request under the Freedom of Information Act. I hereby request the following records: Copies of all SF-311 forms submitted to NARA from all agencies for all available years. As such, my primary purpose is to inform about government activities by reporting on it and making the raw data available and I therefore request that fees be waived. The requested documents will be made available to the general public, and this request is not being made for commercial purposes. In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not. Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 20 business days, as the statute requires. Sincerely, Emma Best

Description Available to the No 🔻 Public:

Has Description Been F Modified?

- Attached Supporting Files -

No supporting files have been added.

- Upload Supporting Files -

No attachments have been added.

2. REMARKS

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INTERAGENCY REPORT

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(Submissions must be unclassified and typewritten, and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.) PARTA Identifying Information 2015 1. Enter the Fiscal Year that this report covers. 2004 2. Identify the Department, Independent agency or Establishment that is covered by this report. Marine Mammal Commission Enter the name, title, address, phone, fax, and small address of the Senior Agency Official (as defined in EO 12958, as amended. Section 5.4(d)) responsible for this report. David Cottingham, Executive Director 4340 East-West Highway, Room 905, Bethesda, MD 20814 301-504-0087 Phone 301-504-0099 Fax 4. Enter the name, title, phone, fax and small address for the point-of-contact responsible for answering questions about this report, Shelli Miller, Administrative Officer 4340 East-West Highway, Room 905 Bethesda, MD 20814 GRAECTION 301-504-0087 Phone 301-504-0099 Fax PARTIBLE PARTIES OF THE PARTIES OF T 5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET. 6. Enter the number of agency officials whose highest level of original classification authority is SECRET. 7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL. 0 Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7) Onginal classification is subjilled elemination in a market of the control of the 9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less. 0 10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification 10. instructions ranging from over 10 years to 25 years. 0 11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 & 10) (語)了(0): 12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 years or less. 0 13. Enter the number of original SECRET description decisions made during the reporting period with declassification 13. instructions ranging from over 10 years to 25 years. 0 14. Total number of SECRET original classification decisions. (Sum of blocks 12 & 13) Mark Control 15. Enler the number of original CONFIDENTIAL classification decisions made during the reporting period with 15. declassification instructions of 10 years or less. 0 16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification instructions ranging from over 10 years to 25 years. 17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 & 16) 18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17) dissemination or 19. Enter the number of derivative TOP SECRET classifications during the reporting period. 19 0 20. Enter the number of derivative SECRET classifications during the reporting period. 20. 0 21. Enter the number of derivative CONFIDENTIAL classifications during the reporting period. 21. a 22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)

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2. Identify the Department, Independent agency or Establishment that is covered by this report.	
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Section 3.4(d)) responsible for this report.	andeu,
Timothy J. Ragen, Executive Director	
4340 East West Highway, Room 905	
Bethesda, Maryland 20814 Phone: 301-504-0087 Fax: 301-504-0	
4. Enter the name, title, phone, fax and email address for the point-of-contact responsible for answering questions about this re	port.
Catherine Jones, Administrative Officer, 301-504-0096, FAX: 301-504-00	099
E-mail: CJONES MMC.GOV	
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PART B: Officials with Original Classification Authority 5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	1 e
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PART C: Original Classification Decisions Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also	meets the following
College 1) It was classified by an original classification authority: (2) the information is owned by produced by or for, or lettender the control of the	a I Inited States
Government; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as amended; and, (4) unauthorized disclosure could ree expected to result in damage to the national security. [Provide information only on classification decisions contained in finished products for dissem	isonably be ination or retention.
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Enter the Fiscal Year that this report covers. identify the Department, Independent agency or establishment that is covered by this report. PART E: Mandatory Declassification Review Requests and Appeals A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of the request. Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part I below where the number of requests or appeals carried forward between reporting periods changes. 23. Enter the number of requests carried over from the previous reporting period. 0 24. Enter the number of new requests received during the reporting period. 24 0 25. Enter the number of requests carried over to the next reporting period. 25 0 26. Enter the number of appeals carried over from the previous reporting period. 26 0 27. Enter the number of new appeals received during the reporting period. 27. 0 28. Enter the number of appeals carried over to the next reporting period. 28. 0 PART F: Mandatory Declassification Review Decisions In Pages 29. Enter the number of requested pages that were declassified in futl. 29. 0 30. Enter the number of requested pages that were declassified in part. 30. 0 31. Enter the number of requested pages that were denied declassification. 31. 0 32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31) 32. 0 33. Enter the number of appealed pages that were declassified in full. 33. 0 34. Enter the number of appealed pages that were declassified in part. 34. 0 35. Enter the number of appealed pages that were denied declassification. 35. 0 36. Total number of appealed pages acted on. (Sum of blocks 33, 34, & 35) 36. 0 PART G: Automatic Declassification and Systematic Review 37. Enter the number of pages reviewed during the reporting period that were subject to declassification under 37. Sections 3.3 & 3.4, EO12958, as amended. 0 38. Enter the number of pages declassified under Sections 3.3 & 3.4, EO 12958, as amended. 38. 0

PART I: Explanatory Comments

Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.

39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program,

40. Enter the number of challenges processed by your agency to the classification of information believed to be improperly

The Marine Mammal Commission is a small, independent federal agency consisting of ll fulltime permanent employees. The Commission does not initiate or receive classified documents. Two employees have a Secret clearance. The purpose of this clearance is to allow employees access to inter-agency meetings where classified information may be discussed. The Commission does not have classification authority. The Commission does not store classified documents.

PART H: Internal Agency Oversight

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	AGENCY SECURITY CLASSIFICATION MANAGEMENT PROGRAM DATA	
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3.	Enter the name, title, address, phone, fax, and email address of the Senior Agency Official (as defined in EO 12958, as am Section 5.4(d)) responsible for this report.	iended,
	Timothy J. Ragen, Executive Director, 4340 East West Highway, Room 905,	
	Bethesda, MD 20814, Phone: 301-504-0087 FAX: 301-504-0099	
4.	Enter the name, title, phone, fax and email address for the point-of-contact responsible for answering questions about this r	eport.
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Catherine Jones, Administrative Officer, 301-504-0087, FAX: 301-504-0099 e-mail: cjones@mmc.gov	,
PART B: Officials with Original Classification Authority	
5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET.	5.
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7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL.	7.
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19. Enter the number of derivative TOP SECRET classifications during the reporting period.	19
20. Enter the number of derivative SECRET classifications during the reporting period.	20.
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22. Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)	22.
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34. Enter the number of appealed pages that were declassified in part.	34.
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PART H: Internal Agency Oversight	'
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PART I: Explanatory Comments

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classified or unclassified. (See EO 12958 as amended, Section 1.8)

The Marine Mammal Commission is a small, independent federal agency consisting of 12 full-time permanent employees. The Commission did not hold, initiate, or receive classified documents in FY 2008.





40.



MARINE MAMMAL COMMISSION



5 November 2009

Mr. William J. Bosanko, Director Information Security Oversight Office National Archives and Records Administration 700 Pennsylvania Avenue, NW Washington, DC 20408-0001

Subject: Agency Security Classification Management Program Data (SF Form 311)

Enclosed is the Marine Mammal Commission's Fiscal Year 2009 report. Please call Ms. Cathy Jones on 301-504-0087 if you have any questions.

Thank you.

Sincerely,

Timothy J. Ragen, Ph.D.

Timothy J. Ragen

Executive Director

Enclosure

Ü	PART A: Identifying Infor	mation		, p. 1.00./
1.	Enter the Fiscal Year that this report covers.			***
	FY 2009			
2.	Identify the Department, Independent agency or Establishment that is covered	by this report.		
	Marine Mammal Commission			
3.	Enter the name, title, address, phone, fax, and email address of the Senior Agenc Section 5.4(d)) responsible for this report.	cy Official (as defined in EO 12958, as ame	ended,	
	Timothy J. Ragen, Executive Director Phone:	301-504-0087		
		301-504-0099		
	Bethesda, MD 20814 E-mail:	tragen mmc.gov		
4.	Enter the name, title, phone, fax and email address for the point-of-contact respo	onsible for answering questions about this re	eport.	
	Cathy Jones, Administrative Officer Phone:			
	U ,,	301-504-0099		
	Bethesda, MD 20814 E-mail:	cjones@mmc.gov		
	PART B: Officials with Original Class	ification Authority		
5.	Enter the number of agency officials whose highest level of original classification		5.	
				10
6.	Enter the number of agency officials whose highest level of original classification a	authority is SECRET.	6.	
_				80
7.	Enter the number of agency officials whose highest level of original classification	authority is CONFIDENTIAL.	7.	•
R	Total number of officials with original classification authority. (Sum of blocks 5, 6,	e 7)		0
0.	Total number of officials with original classification authority. (Sum of blocks 5, 6,	& /)	8.	40
Gor	PART C: Original Classification ginal classification ginal classification is an initial determination that the information to be classified has not been profittons: (1) it was classified by an original classification authority; (2) the information is owned by werment; (3) it falls into at least one of the categories found in Section 1.4 of EO 12958, as ammended to result in damage to the national security. [Provide Information only on classification de ardiess of the media. Do not count reproductions or copies.]	reviously classified by any other authority. It also y, produced by or for, or is under the control of the angled: and (4) unauthorized disclosure could rea	e United	States
9.	Enter the number of original TOP SECRET classification decisions made during the	ne reporting period with declassification	9.	
	Instructions of 10 years or less.			0
	Enter the number of original TOP SECRET classification decisions made during the instructions ranging from over 10 years to 25 years.		10.	0
	Total number of TOP SECRET original classification decisions. (Sum of blocks 9 &		11.	0
	Enter the number of original SECRET classification decisions made during the replinstructions of 10 years or less.		12.	0
13.	Enter the number of original SECRET classification decisions made during the rep instructions ranging from over 10 years to 25 years .	orting period with declassification	13.	0
14.	Total number of SECRET original classification decisions. (Sum of blocks 12 & 13)		14.	
15.	Enter the number of original CONFIDENTIAL classification decisions made during declassification instructions of 10 years or less.	the reporting period with	15.	0
16.	Enter the number of original CONFIDENTIAL classification decisions made during declassification instructions ranging from over 10 years to 25 years.	the reporting period with	16.	0
17.	Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 1	5 & 16)	17.	
18.	Total number of original classification decisions. (Sum of blocks 11, 14, & 17)		18.	0
	PART D: Derivative Classification	n Dockions		0
rete	vative classification is the incorporating, paraphrasing, restating, or generating in new form infor classification guides or other source documents. [Provide information only on derivative classific ntion, regardless of the media. Do not count reproductions or copies.]	rmation that is already classified. This includes cation decisions contained in finished products for	classific dissem	ation based ination or
	Enter the number of derivative TOP SECRET classifications during the reporting po		19	0
20.	Enter the number of derivative SECRET classifications during the reporting period.		20.	0
21.	Enter the number of derivative CONFIDENTIAL classifications during the reporting	period.	21.	0
22 . '	Total number of derivative classification decisions. (Sum of blocks 19, 20, & 21)		22.	0

Enter the Fiscal Year that this report covers.		
FY 2009		
Identify the Department, Independent agency or establishment that is covered by this report. Marine Mammal Commission		
PART E: Mandatory Declassification Review Requests and Appeals		
A "request" is an individual review request or appeal, regardless of the number of documents or pages to be reviewed as part of Report only requests for your agency in which your agency is responsible for the final decision. Please provide an explana	f the reque	est. -+ I helow
where the number of requests or appeals carried forward between reporting periods changes.	11roi	II 1 DC 70
23. Enter the number of requests carried over from the previous reporting period.	23.	0
24. Enter the number of new requests received during the reporting period.	24.	0
25. Enter the number of requests carried over to the next reporting period.	25.	
26. Enter the number of appeals carried over from the previous reporting period.	26.	0
27. Enter the number of new appeals received during the reporting period.	27.	0
* ************************************	L	0
28. Enter the number of appeals carried over to the next reporting period.	28.	0
PART F: Mandatory Declassification Review Decisions in Pages		
29. Enter the number of requested pages that were declassified in full.	29.	0
30. Enter the number of requested pages that were declassified in part.	30.	0
31, Enter the number of requested pages that were denied declassification.	31.	0
32. Total number of requested pages acted on. (Sum of blocks 29, 30, and 31)	32.	0
33. Enter the number of appealed pages that were declassified in full.	33.	0
34. Enter the number of appealed pages that were declassified in part.	34.	0
35. Enter the number of appealed pages that were denied declassification.	35.	0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, & 35)	36.	0
PART G: Automatic Declassification and Systematic Review		0
37. Enter the number of pages reviewed during the reporting period that were subject to declassification under	37.	
Sections 3.3 & 3.4, EO12958, as amended. 38. Enter the number of pages declassified under Sections 3.3 & 3.4, EO 12958, as amended.	1 -	0
		0
PART H: Internal Agency Oversight		<u> </u>
39. Enter the number of inspections, surveys, or program reviews, covering any aspect of the security classification program, completed during the reporting period.	39.	0
 Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (See EO 12958 as amended, Section 1.8) 	40.	0
PART I: Explanatory Comments		
se this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for an	nv signitiçar	ot
nanges in trends/numbers from the previous year's report.	,,	



MARINE MAMMAL COMMISSION

20 October 2011

Mr. John P. Fitzpatrick, Director Information Security Oversight Office National Archives and Records Administration 700 Pennsylvania Avenue, NW Washington, DC 20408-0001

Subject: Agency Security Classification Management Program Data (SF Form 311)

Enclosed is the Marine Mammal Commission's Fiscal Year 2011 report. Please call Ms. Cathy Jones on 301-504-0087 if you have any questions.

Thank you.

Sincerely,

Timothy J. Ragen, Ph.D. Executive Director

Enclosure

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.) PART A: Identifying Information 1. Enter the Fiscal Year that this report covers. 2011 2. Identify the Department, Independent agency or Establishment that is covered by Marine Mammal 'Commission 3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Timothy J. Ragen, Executive Director 4340 East West Highway, Room 700 Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report. Bethesde, MC 20814 Phone:: 301-504-0087 fax: 301-504-0099 4. Enter the name, title, phone, fax, and e-mail address for the point-of-contact Cathy Jones, Administrative Officer 4340 East West Highway, Room 700 Bethesda, MD 20814 responsible for answering questions about this report. Phone: 301-504-0087 FAX: 301-504-0099 PART B: Officials with Original Classification Authority 5. Enter the number of agency officials whose highest level of original classification authority is TOP SECRET. 5 0 6. Enter the number of agency officials whose highest level of original classification authority is SECRET. 6 0 7. Enter the number of agency officials whose highest level of original classification authority is CONFIDENTIAL. 7. 0 8. Total number of officials with original classification authority. (Sum of blocks 5, 6, & 7) 8. 0 PART C: Original Classification Decisions Original classification is an initial determination that the information to be classified has not been previously classified by any other authority. It also meets the following conditions: (1) it was classified by an original classification authority; (2) the information is owned by or for, or is under the control of the United States Government; (3) it falls into at least one of the oategories found in section 1.4 of E.O. 13526; and (4) unauthorized disclosure could reasonably be expected to result in damage to the national security. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.) 9. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions 0 of 10 years or less. 10. Enter the number of original TOP SECRET classification decisions made during the reporting period with declassification instructions 10. 0 ranging from over 10 years to 25 years. 11. Total number of TOP SECRET original classification decisions. (Sum of blocks 9 and 10) 11 0 12. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions of 10 12. 0 13. Enter the number of original SECRET classification decisions made during the reporting period with declassification instructions 13. 0 ranging from over 10 years to 25 years. 14. Total number of SECRET original classification decisions. (Sum of blocks 12 and 13) 14 0 15. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification 15. 0 instructions of 10 years or less. 16. Enter the number of original CONFIDENTIAL classification decisions made during the reporting period with declassification 16. 0 instructions ranging from over 10 years to 25 years. 17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 15 and 16) 17. 0 18. Total number of original classification decisions. (Sum of blocks II, 14, and 17) 18. 0 PART D: Derivative Classification Decisions Derivative classification is the incorporating, paraphrasing, restating, or generating in new form information that is already classified. This includes classification based on classification guides or other source documents. (Provide information on all classification decisions, regardless of the media, including those documented and disseminated via e-mail. Do not count reproductions or copies.) 19. Enter the number of derivative TOP SECRET classification decisions during the reporting period. 19 0 20. Enter the number of derivative SECRET classification decisions during the reporting period. 20. 0 21. Enter the number of derivative CONFIDENTIAL classification decisions during the reporting period. 21 0 22. Total number of derivative classification decisions. (Sum of blocks 19, 20, and 21) 22.

Marine Mammal 'Commission

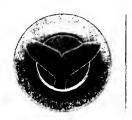
PART E: Mandatory Declassification Review Requests and Appeals A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed as part of the requests for your agency in which your agency is responsible for the final decision. Please provide an explanation in Part J below where the appeals carried forward between reporting period changes.	equest. Report or number of reque	nly ats or
23. Enter the number of requests carried over from the previous reporting period. (Block 25 on last year's report)	23.	(
24. Enter the number of new requests received during the reporting period.	24.	
25. Enter the number of requests carried over to the next reporting period.	25.	
26. Enter the number of appeals carried over from the previous reporting period. (Block 28 on last year's report)	26.	0
27. Enter the number of new appeals received during the reporting period.	27.	C
28. Enter the number of appeals carried over to the next reporting period.	28.	0
PART F: Mandatory Declassification Review Decisions in Pages		
29. Enter the number of requested pages that were declassified in full.	29.	0
30. Enter the number of requested pages that were declassified in part.	30.	0
31. Enter the number of requested pages that were denied declassification	31.	0
32. Total number of requested pages acted on. (Sum of blooks 29, 30, and 31)	32.	0
33. Enter the number of appealed pages that were declassified in full.	33.	0
34. Enter the number of appealed pages that were declassified in part.	34.	0
35. Enter the number of appealed pages that were denied declassification	35.	0
36. Total number of appealed pages acted on. (Sum of blocks 33, 34, and 35)	36.	0
PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
37. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	37.	0
38. Enter the number of pages declassified under section 3.3 of E.O. 13526.	38.	0
39. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	39.	0
40. Enter the number of pages declassified under section 3.4 of E.O. 13526.	40.	0
41. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	41.	0
42. Enter the number of pages declassified under section 3.1 of E.O. 13526.	42.	0
PART H: Internal Agency Oversight		
43. Enter the number of inspections, surveys, or programs reviews conducted by your agency, covering any aspect of the security classification program, completed during the reporting period.	43.	0
44. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.8)	44.	0
45. Enter the number of challenges where the classification status was fully affirmed.	45.	0
46. Enter the number of challenges where the classification status was overturned in whole or in part.	46.	0
PART I: Classification Guides		
47. Enter the number of security classification guides created by your agency and currently in use.	47.	0

Fiscal Year

2011 Department or Agency

Marine Mammal 'Commission

PART J: Explanatory Comments			
Use this space to elaborate on any se changes in trends/numbers from the p	ction of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant previous year's report. Additionally, select the sampling process your agency used in developing this year's report.		
Sampling Period (check one): 2-Wcck	The Marine Mammal Commission is a micro agency of 14 full time permanent employees. During FY 2011 the Commission did not classify any documents. The Commission did not receive any classified documents in FY 2011. The Commission does not have any classified documents on file.		



MARINE MAMMAL COMMISSION



Mr. John P. Fitzpatrick, Director Information Security Oversight Office National Archives and Records Administration 700 Pennsylvania Avenue, NW Washington, DC 20408-0001

Subject: Agency Security Classification Management Program Data (SF Form 311)

Enclosed is the Marine Mammal Commission's Fiscal Year 2012 report. Please call Ms. Cathy Jones on 301-504-0087 if you have any questions.

Thank you.

Sincerely,

Timothy J. Ragen, Ph.D.

Executive Director

Enclosure

(Submissions must be unclassified and reach the Information Security Oversight Office (ISOO) no later than November 15 following the reporting period.)

Armen 13: Acceptlying 1	aformation		
1. Enter the Fiscal Year that this report covers. FY 2012		1. 20	12
2. Identify the Department, Independent agency, or Establishment that is covered by this report.	^{2.} Marine Mammal Commis	sion	
3. Enter the name, title, address, phone, fax, and e-mail address of the Senior Agency Official (as defined in E.O. 13526, section 5.4(d)) responsible for this report.	3. 4340 East West Highway, Bethesda, MD 20814		700
 Enter the name, title, phone, fax, and e-mail address for the point-of-contact responsible for answering questions about this report. 	 Cathy Jones, Administrative Officer, 3 301-504-0099, cjones@mmc.gov, Ad 	01-504-0 dress sar	0087, FAX: ne as #3
PART B: Officials with Original C	lassification Authority		
5. Enter the number of agency officials whose highest level of original classificat	ion authority is TOP SECRET.	5.	0
6. Enter the number of agency officials whose highest level of original classificat	ion authority is SECRET.	6.	0
7. Enter the number of agency officials whose highest level of original classificat	ion authority is CONFIDENTIAL.	7.	0
8. Total number of officials with original classification authority. (Sum of blocks		8.	0
Original classification is an initial determination that the information to be classifi- meets the following conditions: (1) it was classified by an original classification a control of the United States Government; (3) it falls into at least one of the categor could reasonably be expected to result in damage to the national security. (Provid- the media, including those documented and disseminated via e-mail. Do not coun-	uthority; (2) the information is owned by or ries from section 1.4 of E.O. 13526; and (4) ue information on all original classification deterproductions or copies.)	for, or is u	inder the
 Enter the number of original TOP SECRET classification decisions made dur declassification instructions of 10 years or less. 	ing the reporting period with	9.	0
10. Enter the number of original TOP SECRET classification decisions made du	ring the reporting period with	10.	
declassification instructions ranging from over 10 years to 25 years. 11. Total number of TOP SECRET original classification decisions. (Sum of blooms)	ooks 0 % 10)	 	0
		11.	0
Enter the number of original SECRET classification decisions made during the instructions of 10 years or less.	he reporting period with declassification	12.	0
1.5. Enter the number of original SECRET classification decisions made during the uniteresting that the number of original SECRET classification decisions made during the uniteresting that the number of original SECRET classification decisions made during the uniteresting that the number of original SECRET classification decisions made during the number of original SECRET classification decisions made during the uniteresting that the number of original SECRET classification decisions made during the number of original SECRET classification decisions made during the number of original SECRET classification decisions made during the number of original SECRET classification decisions made during the number of original SECRET classification decisions made during the number of original SECRET classification decisions are not of the number of original SECRET classification decisions and the number of original SECRET classification decisions are number of original SECRET classification decisions.	he reporting period with declassification	13.	0
nstructions ranging from over 10 years to 25 years. 4. Total number of SECRET original classification decisions. (Sum of blocks 1	2 & 13)	13.	0
nstructions ranging from over 10 years to 25 years. 4. Total number of SECRET original classification decisions. (Sum of blocks 1 5. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions of 10 years or less.	2 & 13) c during the reporting period with		
nstructions ranging from over 10 years to 25 years. 4. Total number of SECRET original classification decisions. (Sum of blocks 1) 5. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions of 10 years or less. 6. Enter the number of original CONFIDENTIAL classification decisions made	2 & 13) c during the reporting period with	14.	0
nstructions ranging from over 10 years to 25 years. 4. Total number of SECRET original classification decisions. (Sum of blocks 1) 5. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions of 10 years or less. 6. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions ranging from over 10 years to 25 years.	2 & 13) c during the reporting period with during the reporting period with	14.	0
nstructions ranging from over 10 years to 25 years. 4. Total number of SECRET original classification decisions. (Sum of blocks 1) 5. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions of 10 years or less. 6. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions ranging from over 10 years to 25 years. 7. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 11, 14, & 17) 8. Total number of original classification decisions. (Sum of blocks 11, 14, & 17)	2 & 13) c during the reporting period with c during the reporting period with f blocks 15 & 16)	14. 15. 16.	0 0 0
14. Total number of SECRET original classification decisions. (Sum of blocks 1 states the number of original CONFIDENTIAL classification decisions made declassification instructions of 10 years or less. 6. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions ranging from over 10 years to 25 years. 7. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 11, 14, & 17) PART D: Derivative Classification decisions or generating paraphrasing, restating, or generating lassification based on classification guides or other source documents. (Provide in actualing those documented and disseminated via e-mail. Do not count reproductive	2 & 13) e during the reporting period with during the reporting period with f blocks 15 & 16) 7) ation Decisions in new form information that is already class of formation on all classification decisions, regions or copies.)	14. 15. 16. 17. 18.	0 0 0 0
14. Total number of SECRET original classification decisions. (Sum of blocks 1 states the number of original CONFIDENTIAL classification decisions made declassification instructions of 10 years or less. 6. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions ranging from over 10 years to 25 years. 7. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 11, 14, & 17) PART D: Derivative Classification decisions or generating paraphrasing, restating, or generating lassification based on classification guides or other source documents. (Provide in actualing those documented and disseminated via e-mail. Do not count reproductive	2 & 13) e during the reporting period with during the reporting period with f blocks 15 & 16) 7) ation Decisions in new form information that is already class of formation on all classification decisions, regions or copies.)	14. 15. 16. 17. 18.	0 0 0 0
13. Enter the number of original SECRET classification decisions made during the instructions ranging from over 10 years to 25 years. 14. Total number of SECRET original classification decisions. (Sum of blocks 1 is the number of original CONFIDENTIAL classification decisions made declassification instructions of 10 years or less. 16. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions ranging from over 10 years to 25 years. 17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 11, 14, & 17) 18. Total number of original classification decisions. (Sum of blocks 11, 14, & 17) PART D: Derivative Classification based on classification guides or other source documents. (Provide including those documented and disseminated via e-mail. Do not count reproduction.) 19. Enter the number of derivative TOP SECRET classification decisions made during those documents of derivative SECRET classification decisions made during	2 & 13) c during the reporting period with c during the reporting period with f blocks 15 & 16) 7) ation Decisions in new form information that is already class of formation on all classification decisions, regons or copies.) during the reporting period.	14. 15. 16. 17. 18. sified. Th	0 0 0 0 0
14. Total number of SECRET original CONFIDENTIAL classification decisions made declassification instructions of 10 years or less. 15. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions of 10 years or less. 16. Enter the number of original CONFIDENTIAL classification decisions made declassification instructions ranging from over 10 years to 25 years. 17. Total number of CONFIDENTIAL original classification decisions. (Sum of blocks 11, 14, & 17) PART D: Derivative Classification decisions decisions or other source documents. (Provide in a cluding those documented and disseminated via e-mail. Do not count reproductive 9. Enter the number of derivative TOP SECRET classification decisions made of the second of t	2 & 13) e during the reporting period with e during the reporting period with f blocks 15 & 16) 7) ation Decisions in new form information that is already class of formation on all classification decisions, regions or copies.) during the reporting period. the reporting period.	14. 15. 16. 17. 18. sified. The ardless of	0 0 0 0 0 is includes

PART E: Mandatory Declassification Review Requests and Appeals A "Request" is an individual initial review request or appeal, regardless of the number of documents or pages to be reviewed For blocks 23-30, report only requests and appeals in which your agency is responsible for the final rel	as part of	the request.
23. Enter the number of requests received during the reporting period.	23.	0
24. Enter the number of requests closed during the reporting period.	24.	0
25. Enter the number of requests that have been unresolved for over one year.	25.	0
26. Enter the average number of days to resolve each request.	26.	0
27. Enter the number of appeals received during the reporting period.	27.	0
28. Enter the number of appeals closed during the reporting period.	28.	0
29. Enter the number of appeals that have been unresolved for over one year.	29.	0
30. Enter the average number of days to resolve each appeal.	30.	0
For blocks 31-32, report the number of requests and appeals that were referred to your agency, and the referr responsible for the final release.	ing agency	is
31. Enter the number of referred requests received during the reporting period.	31.	0
32. Enter the number of referred appeals received during the reporting period.	32.	0
PART F: Mandatory Declassification Review Decisions in Pages Count only those pages documented in blocks 23-30 above.		
33. Enter the number of requested pages that were declassified in full.	33.	0
34. Enter the number of requested pages that were declassified in part.	34.	0
35. Enter the number of requested pages that were denied declassification.	35.	0
36. Total number of requested pages acted on. (Sum of blocks 33, 34, & 35)	36.	0
37. Enter the number of appealed pages that were declassified in full.	37.	0
38. Enter the number of appealed pages that were declassified in part.	38.	0
39. Enter the number of appealed pages that were denied declassification.	39.	0
40. Total number of appealed pages acted on. (Sum of blocks 37, 38, & 39)	40.	0
PART G: Automatic, Systematic, and Discretionary Declassification Reviews		
41. Enter the number of pages reviewed that were subject to automatic declassification under section 3.3 of E.O. 13526.	41.	0
42. Enter the number of pages declassified under automatic declassification.	42.	0
43. Enter the number of pages reviewed that were subject to systematic declassification under section 3.4 of E.O. 13526.	43.	0
44. Enter the number of pages declassified under systematic declassification.	44.	0
45. Enter the number of pages reviewed that were subject to discretionary declassification under section 3.1 of E.O. 13526.	45.	0
46. Enter the number of pages declassified under discretionary declassification.	46.	0
PART H: Internal Agency Oversight		
47. Enter the number of self-inspections conducted by your agency, covering any aspect of the security classification program, during the reporting period.	47.	0
48. Enter the number of challenges processed by your agency to the classification of information believed to be improperly classified or unclassified. (E.O. 13526, section 1.8)	48.	0
49. Enter the number of challenges where the classification status was fully affirmed.	49.	0
50. Enter the number of challenges where the classification status was overturned in whole or in part.	50.	0
51. Enter the number of security classification guides created by your agency and currently in use.		

PART I: Explanatory Comments Use this space to elaborate on any section of this form. If more space is needed, provide as an attachment to this form. Provide explanations for any significant changes in trends/numbers from the previous year's report.
The Marine Mammal Commission is a micro agency of 14 full time permanent employees. During FY 2012 the Commission did not classify any documents. The Commission did not receive any classified documents in FY 2012. The Commission does not have any classified documents on file.



Date: 10/24/2018

To: Michael Gosliner

FOIA Officer

Marine Mammal Commission

4340 East-West Highway, Suite 700

Bethesda, MD 20814

From: Joseph A. Scanlon

FOIA & Privacy Act Officer

National Archives and Records Administration

Office of General Counsel 8601 Adelphi Road, Room 3110

College Park, MD 20740

Subject: Referral of FOIA of Emma Best

NARA tracking number: NGC18-367

Agency Security Classification Costs Estimates (2001-2017)

Your agency's Security Management is required to file an annual Agency Security Classification Costs Estimates report with the Information Security Oversight Office (SF-716 Form) each year. The requester, Emma Best, has asked for copies of the SF-716 Forms you completed and filed with us for all available years. Enclosed are copies of each SF-716 Form that your agency completed and submitted to NARA between the years 2001 to 2012.

Please review these documents for any redactions you wish to make under applicable FOIA exemptions, and **respond directly to the requester**. NARA is not requesting that any information be withheld on its behalf.

NARA has provided its own SF-716 Forms to the requester and closed her request to us on September 28, 2018. We have notified the requester of this referral to your agency for direct response to her.

A copy of the requestor's initial request to NARA is enclosed. If you have any questions about this referral, please contact Jodi Foor, Deputy FOIA Officer, 301-837-2099, or jodi.foor@nara.gov.

NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD

COLLEGE PARK, MD 20740-6001

Thank you for your attention to this matter.



September 28, 2018

VIA FOIAonline
Emma Best
MuckRock News
411A Highland Ave.
Dept. MR 49294
Somerville, MA 02144

Re: Freedom of Information Act Request: NGC18-367

Dear Ms. Best:

This is in response to your Freedom of Information Act (FOIA) request dated July 2, 2018, and received in our office on the same day. Your request was assigned *FOIAOnline* tracking number NARA-NGC-2018-000692, as well as the above internal tracking number. In your request, you stated that you were seeking "Copies of all drafted, submitted or received SF-716 forms produced from January 1, 2001 through December 31, 2017."

We conducted a search and were able to locate the National Archives and Records Administration's (NARA) SF 716 forms dating from 2001 to 2016 in sixteen documents totaling 53 pages. We are releasing the sixteen document in full with no redactions. These documents are being provided in PDF format and uploaded to *FOIAOnline*.

We also located the SF 716 forms provided to NARA from other government agencies. Although NARA was provided the forms, the information within the forms belong to the government agencies who submitted the forms. Therefore, we are referring these SF 716 forms to the agencies for review. You will receive a direct response from those agencies.

This completes the processing of your FOIA request.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within ninety (90) calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency's decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and

NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 www.archives.gov the envelope should be clearly marked "Freedom of Information Act Appeal." If you submit your appeal by e-mail please send it to <u>FOIA@nara.gov</u>, also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number NGC18-367 and your *FOIAOnline* tracking number.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison Gary M. Stern for assistance at the address below:

National Archives and Records Administration 8601 Adelphi Road, Room 3110 College Park, MD 20740-6001 301-837-1750 garym.stern@nara.gov

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road–OGIS
College Park, MD 20740-6001
ogis@nara.gov
ogis.archives.gov
202-741-5770
1-877-684-6448

Thank you for contacting the National Archives and Records Administration, and please feel free to also contact me directly if you have any questions about this FOIA request.

Sincerely,

/s/9/28/2019
Jodi L. Foor
Deputy FOIA Officer
National Archives and Records Administration
Office of General Counsel
(301) 837-2099
jodi.foor@nara.gov

/s/08.27.2018 Official: NGC

Reading: NGC
Information Copy: NGC
NGC:jlfoor/jlf 09/28/2018
S:FOIA/FOIA CASE FILES/FY 2018 NGC18-367 – FOIA request File code 1103-6

Request Details Request Type: FOIA Status: Assignment Determination Due Date: N/A

○ 0 (Never Started)











Request Details -

Tracking Number: NARA-NGC-2018-000692

... Requester : Emma Best

Organization: N/A

Requester Has Account: No

Email Address: 56712-

54334864@requests.muckrock.com

Phone Number: N/A Fax Number: N/A

Address: MuckRock News DEPT MR

56712

411A Highland Ave

City: Somerville

State/Province: MA Zip Code/Postal Code: 02144 Submitted Date: 07/02/2018

Last Assigned Date: 07/02/2018

Fee Limit: \$0.00 Request Track: Simple

Due Date: N/A

Assigned To: Susan Gillett (Office of

General Counsel)

Last Assigned By: Susan Gillett (Office of

General Counsel)

Submission Details

Case File Admin Cost Assigned Tasks

Comments (0) Review

...

Request Handling -

Requester Info Available to Yes +

the Public:

Request Track: Simple +

Fee Category : Select Fee Category

Fee Waiver Requested: Yes

Fee Waiver Status: Full Grant

Expedited Processing No

Requested:

Expedited Processing Status: N/A

Request Perfected: No -

Acknowledgement Sent Date:

Unusual Circumstances?: No

5 Day Notifications:

Litigation: No -

Request Description

Short Description:

NGC18-367

Copies of all drafted, submitted or received SF-716 forms (https://www.archives.gov/files/isoo/security-forms/sf716.pdf) produced from January 1, 2001 through December 31, 2017. SF-716 forms are filed annually and may also be identified as Agency Security Classification Costs Estimates.

Description Available to the No 🕶 Public:

Has Description Been □ Modified?

Attached Supporting Files

No supporting files have been added.

Upload Supporting Files

No attachments have been added.

MARINE MAMMAL COMMISSION 4340 EAST-WEST HIGHWAY, ROOM 905 BETHESDA, MD 20814-4447

(Sent by fax, 4/2/02)

2 April 2001

Ms. Laura L. S. Kimberly Acting Director Information Security Oversight Office National Archives and Records Administration 700 Pennsylvania Avenue, NW Washington, DC 20408

Dear Ms. Kimberly:

In response to your letter dated 11 February 2002, I enclose the Marine Mammal Commission's Report on Cost Estimates for Security Classification Activities. I apologize for the delay in submitting this information.

The Marine Mammal Commission does not have classification authority and thus we have very little cost related to security classification. Two employees hold secret clearance, and a small amount is budgeted to keep these current or, should the need arise, to obtain additional clearances.

Secret documents previously in our possession have been delivered to the Department of State for review and disposition. The Commission therefore does not retain any classified documents at the moment.

On the rare occasion when we receive a classified document from another agency, these are maintained in a bar safe until they are returned to the originating agency or otherwise disposed of. There is little if any cost to the Commission for this function.

Sincerely,

Executive Director

Enclosure

PHONE: (301) 504-0087

FAX: (301) 504-0099

Name of Department/Agency:__

MARINE MAMMAL COMMISSION

Reporting Categories	FY 2001	FY 2002	FY 2003
	(Est. in \$000s)	(Est. in \$000s)	(Est. in \$000s)
1. Personnel Security	1	-	I
2. Physical Security	0	0	0
3. Information Security (Sum of a,b & c below)	0	0	0
a. Classification Management	0	C	0
b. Declassification	0	0	0
c. Information Technology (Electronic Security)	0	0	0
4. Professional Education, Training and Awareness	0	0	0
5. Security Management, Oversight and Planning	0	0	0
6. Unique Items	0	0	0
Totals: Fiscal Year Estimates	1	e-1	1
Totals: Full-Time Equivalents (FTE)	0.1	0.1	0.1

NARRATIVE:

Name of Department/Agency: Marine Mammal Commission

I

				- 1
Reporting Categories	FY 2002	FY 2003	FY 2004	_
	(Est. in \$000s)	(Est. in \$000s)	(Est. in \$000s)	
1. Personnel Security	I	1	1	_
2. Physical Security	0	O	P	_
3. Information Security (Sum of a,b & c below)	0.	0	0	_
a. Classification Management	0	0	0	7
b. Declassification	0	0	0	_
c. Information Technology (Electronic Security)	0			_
4. Professional Education, Training and Awareness	0	0	О	_
5. Security Management, Oversight and Planning	0	0	0	7
6. Unique Items	0	0	0	_
Totals: Fiscal Year Estimates	-	Ţ		_
Totals: Full-Time Equivalents (FTE)	0.1	0.1	0,1	_

NARRATIVE:

Name of Department/Agency: Marine Marmal Commission

Reporting Categories	EV 2003	EV 2004	EV 2005
	(Est. in \$000s)	(Est. in \$000s)	(Est. in \$000s)
1. Personnel Security			
2. Physical Security	0	0	0
3. Information Security (Sum of a, b, c & d below)	0	0	0
a. Classification Management	0	0	0
b. Declassification	0	0	0
c. Information Systems Security	0	0	0
d. Miscellaneous (OPSEC & TSCM)	0	0 .	0
4. Professional Education, Training and Awareness	0	0	0
5. Security Management, Oversight and Planning	0	0	0
6. Unique flems	0	0	0
Totals: Fiscal Year Estimates	٠ ١ دير	0	0
Totals: Full-Time Equivalents (FTEs)	0	0	0

NARRATIVE:

Name of Department/Agency: Marine Mammal Commission

March 19, 2008

	(Please use actual dollar figures instead of thous
Reporting Categories	FY 2007
1. Personnel Security	0 144.00
2. Physical Security	0
3. Information Security	
(a.) Classification Management	0
(b.) Declassification	0
(c.) Information Systems Security for Classified Information	. 0
(d.) Miscellaneous (OPSEC & TSCM)	0
(e.) Information Security Sub-Total (Sum of 3.a., 3.b., 3.c., & 3.d.)	. 0
. Professional Education, Training and Awareness	0
5. Security Management, Oversight and Planning	0
6. Unique Items	0
Totals: Fiscal Year Estimates (Sum of 1, 2, 3(e.), 4, 5, & 6.)	0 144.00

IARRATIVE: The Marine Mammal Commission is a micro agency consisting of ten illtime permanent employees. The Commission does not initiate, receive, or naintain classified materials.

Name of Department/Agency: Marine Mammal Commission

(Please use actual dollar figures instead of thousands)

Reporting Categories	FY 2008
1. Personnel Security	0
2. Physical Security	\$2,345.00
3. Information Security	
(a.) Classification Management	0
(b.) Declassification	0
(c.) Information Systems Security for Classified Information	0
(d.) Miscellaneous (OPSEC & TSCM)	0
(e.) Information Security Sub-Total (Sum of 3.a., 3.b., 3.c., & 3.d.)	0
4. Professional Education, Training and Awareness	0
5. Security Management, Oversight and Planning	0
6. Unique Items	0
Totals: Fiscal Year Estimates (Sum of 1, 2, 3(e.), 4, 5, & 6.)	\$2,345.00

NARRATIVE: The Marine Mammal Commission is a micro agency consisting of 11 fulltime permanent positions. In FY 08 the Commission paid \$1,925.00 to the Department of Homeland Security and \$420.00 to ADT for physical security. The Commission does not originate or store classified materials. Three Commission employees maintain security clearances. One member has a Top Secret clearance and two staff members have Secret clearances. The purpose of these clearances is to allow staff to attend interagency meetings where classified information is discussed.



25 January 2010

Mr. William J. Bosanko, Director Information Security Oversight Office National Archives and Records Administration 700 Pennsylvania Avenue, NW Washington, DC 20408-0001

Subject: Report on Cost Estimates for Security Classification Activities for FY 2010

Enclosed is the Marine Mammal Commission's Fiscal Year 2010 report. Please call Ms. Cathy Jones on 301-504-0087 if you have any questions.

Thank you.

Sincerely,

Timothy J. Ragen, Ph.D. Executive Director

Thursty J. Roger

Enclosure

Security Costs Estimates

(include clearance program, initial investigations, national agency checks when used far basis for granting a clearance, acjudication polygraph associated with dassification related activities) 2. Physical Security (include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitorin visitor cantrol associated with classification related activities) 3. Information Security (only report casts associated with classification related activities) (a) Classification Management (include resources used to identify, cantral, transfer, transmit, retrieve, inventary, archive, declassify, or destroy classified information (include resources used to identify and process information subject to the automatic, systematic, ar mandatory review programs autorized or statute) (c) Information Systems Security for Classified Information (Include resources used to protect information systems from unauthorized access or modification of information, and against the deauthorized users, including measures necessary to detect, document, and counter such threats) (d) Miscellaneous (OPSEC and TSCM) (include personnel and aperating expenses associated with these programs) 4. Professional Education, Training, and Awareness (include resources used to astablish, maintain, direct, support, and assess an information security training and awareness program; afthe training program; development, management, and maintenance aftraining recards; training af personnel to perform tasks; a certification of personnel associated with classification related activities) 5. Security Management, Oversight, and Planning (Include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access prometric matters; industrial security; and foreign awnership, contral, ar influence (FOCI)) 6. Unique Items (include department/agency-specific activities not reported in any af the categories listed above but are nonetheless significant and	Year: 10	ment/Agency: Marine Mammal Commission Fisc	epartment/Agency:
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Instructions for completing form

- I. General: The data reported will be Government cost estimates only. The estimates of resource costs should be reported, in the aggregate, for the following categories: (1) Personnel Security; (2) Physical Security; (3) Information Security with subcategories: Classification Management, Declassification, Information Systems Security for Classified Information, and Miscellaneous; (4) Professional Education, Training and Awareness (Education and Training); (5) Security Management, Oversight, and Planning (General Security); and (6) Unique items. In reporting cost estimates associated with the security and management of classified information, please exclude all costs related to broad areas of assets protection (i.e., protection of property and personnel not specifically related to classified information.) Counterintelligence* resources should also not be included in this data collection. All resources devoted to a classification-related activity should be included in this estimate; however, resources devoted on a part-time basis may be factored out of the estimate if the total time devoted to those activities during the course of the fiscal year is less than 51%. Even though we no longer ask for the number of FTEs, the cost of personnel associated with the security of classified information should be included in the overall cost estimate for each category.
- II. Definitions of data to be reported: The primary categories are defined below along with related functional areas to be considered for inclusion. Report only those cost estimates associated with classification-related activities (programs that affect the security of classified information.)
- 1. **Personnel Security:** A series of interlocking and mutually supporting program elements that initially establish a Government or contractor employee's eligibility, and ensure suitability for the continued access to classified information.

Clearance Program: Personnel and activities to determine eligibility and suitability for initial or continuing access to classified information or activities.

Initial Investigations: Completing and reviewing Personnel Security Questionnaire, initial screening, filing data in Central Personnel Database, forwarding to appropriate investigative authority, and the investigation itself.

National Agency Check: Include only when used for basis for granting a clearance.

Adjudication: Screening and analysis of personnel security cases for determining eligibility for classified access authorizations and appeals process.

Reinvestigations: Periodic recurring investigations of Government and contractor personnel.

Polygraph: Substantive examinations in security screening process.

2. Physical Security: That portion of security concerned with physical measures designed to safeguard and protect classified facilities and information, domestic or foreign.

Physical Security Equipment: Any item, device, or system that is used primarily for the protection of classified information and installations.

Protective Forces: All personnel and operating costs associated with protective forces used to safeguard classified information or installations, to include but not limited to salaries, overtime, benefits, materials and supplies, equipment and facilities, vehicles, aircraft, training, communications equipment, and management.

Intrusion Detection and Assessment: Alarms, sensors, protective lighting, and their control systems; and the assessment of the reliability, accuracy, timeliness, and effectiveness of those systems used to safeguard classified information or installations.

Barrier/Controls: Walls, fences, barricades, or other fabricated or natural impediments to restrict, limit, delay, or deny entry into a classified installation.

Vital Components and Tamper-Safe Monitoring: Personnel and operating activities associated with the monitoring of tamper indicating devices for containers, doors, fences, etc., which reveal violations of containment integrity and posting and monitoring of anti-tamper warnings or signs.

Access Control/Badging: Personnel and hardware such as badging systems, card readers, turnstiles, metal detectors, cipher locks, CCTV, and other access control mechanisms to ensure that only authorized persons are allowed to enter or leave a classified facility.

Visitor Control: Personnel and activities associated with processing visitors for access to facilities holding classified information.

^{*} Counterintelligence means information gathered and activities conducted to protect against espionage, other intelligence activities, sabotage, or assassinations conducted for or on behalf of foreign powers, organizations or persons or international terrorist activities, but not including personnel, physical, document, or communications security programs. (48 C.F.R. 970.0404-1)

3. Information Security:

Classification Management: The system of administrative policies and procedures for identifying, controlling, and protecting from unauthorized disclosure, classified information, the protection of which is authorized by Executive order or statute. Classification management encompasses those resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information.

Declassification: The authorized change in the status of information from classified information to unclassified information. it encompasses those resources used to identify and process information subject to the automatic, systematic, or mandatory review programs authorized by Executive order or statute.

Information Systems Security for Classified Information: An information system is a set of information resources organized for the collection, storage, processing, maintenance, use, sharing, dissemination, disposition, display, or transmission of information. Security of these systems involves the protection of information systems against unauthorized access to or modification of information, whether in storage, processing, or transit, and against the denial of service to authorized users, including those measures necessary to detect, document and counter such threats.

Other pertinent definitions under this subcategory:

Information Systems Security Engineering (ISSE): Process that captures and refines information protection requirements and ensures their integration into information technology acquisition processes through purposeful security design or configuration.

Information Systems Security Equipment Modification: Modification of any fielded hardware, firmware, software, or portion thereof, under National Security Agency configuration control. There are three classes of modifications: mandatory (to include human safety); optional/special mission modifications; and repair actions. These classes apply to elements, subassemblies, equipment, systems, and software packages performing functions such as key generation, key distribution, message encryption, decryption, authentication, or those mechanisms necessary to satisfy security policy, labeling, identification, or accountability.

TEMPEST: Short name referring to investigation, study, and control of compromising emanations from information systems equipment.

Communications Security (COMSEC): Measures and controls taken to deny unauthorized individuals information derived from telecommunications and to ensure the authenticity of such telecommunications. Communications security includes cryptosecurity, transmission security, emission security, and physical security of COMSEC material.

Miscellaneous:

Operations Security (OPSEC): Systematic and proven process by which potential adversaries can be denied information about capabilities and intentions by identifying, controlling, and protecting generally unclassified evidence of the planning and execution of sensitive activities. The process involves five steps: identification of critical information, analysis of threats, analysis of vulnerabilities, assessment of risks, and application of appropriate countermeasures.

Technical Surveillance Countermeasures (TSCM): Personnel and operating expenses associated with the development, training, and application of technical security countermeasures such as non-destructive and destructive searches, electromagnetic energy searches, and telephone system searches.

- 4. **Professional Education, Training, and Awareness:** The establishment, maintenance, direction, support, and assessment of an information security training and awareness program; the certification and approval of the training program; the development, management, and maintenance of training records; the training of personnel to perform tasks associated with their duties; and qualification and/or certification of personnel before assignment of security responsibilities related to classified information.
- 5. Security Management, Oversight, and Planning: Development and implementation of plans, procedures, and actions to accomplish policy requirements, develop budget and resource requirements, oversee organizational activities, and respond to management requests related to classified information.

Research, Test, and Evaluation: The development, management, and oversight of an acceptance and validation testing and evaluation program, corrective action reports and related documentation that addresses safeguards and security elements. The examination and testing of physical security systems (construction, facilities, and equipment) to ensure their effectiveness and operability and compliance with applicable directives.

Surveys, Reviews, Accreditation, and Assessments: Personnel and activities associated with surveys, reviews, accreditations, and assessments to determine the status of the security program and to evaluate its effectiveness; development and management of a facility survey and approval program; facility pre-survey; and information technology system accreditation.

Instructions for completing form, continued

Special Access Programs (SAP): Programs established for a specific class of classified information that impose safeguarding and access requirements that exceed those normally required for information at the same classification level. Unless specifically authorized by the President, only the Secretaries of State, Defense, Energy, and the Director of National Intelligence may create a SAP. Sensitive Compartmented Information (SCI) programs are not included as SAPs for the purpose of these estimates; rather SCI security costs are integrated and estimated throughout all categories as appropriate. Do not include costs here that have been reported under the other primary categories.

Security and Investigative Matters: The investigation of security incidents, infractions, and violations.

Industrial Security (Non-Contractor Costs): Those measures and resources directly identifiable as Government activities performed for the protection of classified information to which contractors, subcontractors, vendors, or suppliers have access or possession. Examples of such activities are industrial security reviews, surveys, and the granting of facility clearances, and National Industrial Security Program management and administration.

Foreign Ownership, Control, or Influence (FOCI): The development and management of a foreign ownership, control, or influence program; evaluation of FOCI submissions; the administration and monitoring of FOCI information and development of FOCI notifications.

- 6. **Unique Items:** Those department/agency-specific activities that are not reported in any of the primary categories but are nonetheless significant, and need to be included, should be noted in this category. Any unique item must include a narrative on why it should be included and how the figures were developed.
- III. How to complete the security costs estimates form. The form (page 1) should include estimates of resource costs in the aggregate for each of the six categories. The cost estimates reported should not include costs associated with the broader area of assets protection.
- 1. Name of Department/Agency. Self-explanatory.
- 2. **Reporting Categories:** List cost estimates in dollar amounts. The cost of personnel associated with the security of classified information should be included in the overall cost estimate for each category. If there are no cost estimates to be reported for a particular category, indicate with a "0" in the appropriate block.
- 3. Totals: Add the totals for blocks 1, 2, 3(a), 3(b), 3(c), 3(d), 4, 5, and 6 and place in the appropriate block.
- 4. Narrative: In the narrative portion of the form, or in a separate attachment, provide a brief explanation of how cost estimates were determined. If there is a significant difference between the total figures for each fiscal year, explain the differences. Any figure reported within the Unique Items category should be clearly explained in the narrative portion.



Information Security Oversight Office

National Archives and Records Administration



700 Pennsylvania Avenue, NW Washington, DC 20408

December 21, 2010

Memorandum for: Senior Agency Officials Designated under Section 5.4(d) of

Executive Order 13526

W___ J. Book.

From: William J. Bosanko, Director

Subject: Report on Cost Estimates for Security Classification Activities for FY 2010

The Information Security Oversight Office (ISOO) reports annually to the President on cost estimates for security classification activities. This requirement stems from two Executive orders: Executive Order 13526, "Classified National Security Information," and Executive Order 12829, as amended, "National Industrial Security Program" (NISP). In December 1995, the Office of Management and Budget (OMB) requested these cost estimates from the executive branch for the first time under these Orders and pertinent Appropriations Acts.

To meet the requirement of these Executive orders, we request that your estimate of costs for Fiscal Year 2010 be provided to ISOO no later than February 25, 2011. ISOO will report the cost estimates associated with the protection of classified information as a supplement to its Report to the President. Do not report security costs for the protection of property or unclassified information, such as privacy or law enforcement information. Government costs will continue to be reported in the following categories: (1) Personnel Security; (2) Physical Security; (3) Information Security; (4) Professional Education, Training and Awareness; (5) Security Management, Oversight and Planning; and (6) Unique Items. The Information Security category includes the subcategory "Declassification." The attachment provides cost collection instructions and definitions of the six categories along with the form for reporting the cost estimates. Also, please use actual dollar amounts instead of thousands.

Agencies should use the best available information to determine the appropriate allocation of costs among the primary categories and include brief narratives explaining the estimation of figures reported. Appropriate agency personnel, including budget and security personnel, should collaborate on this cost collection process and report. Those agencies with several reporting components should make every effort to provide consistent and complete cost estimate data. The Executive Agent for the NISP will report industry costs separately to ISOO. Negative reports are required. Please contact Peggy Ushman, Senior Program Analyst, Classification Management, on 202-357-6866, if you have any questions.

Attachment

AGENCY SECURITY CLASSIFICATION COSTS ESTIMATES

Department/Agency: Marine Mammal Commission	Fiscal Year: 2012
Point of Contact: (Name and phone number) Cathy Jones, 301-504-0087	
Reporting Categories	Please use actual dollar figures.
1. Personnel Security (include clearence program, initial investigations, national agency checks when used as basis for granting a clearance, adjudication, reinvestigation, polygraph associated with classification-related	\$250.00 activities)
2. Physical Security (include physical security equipment, protective forces, intrusion detection and assessment, barrier/controls, tamper-safe monitoring, access control/badging, visitor control associated with classification-related activities)	\$3,984.12
3. Classification Management (include resources used to identify, control, transfer, transmit, retrieve, inventory, archive, declassify, or destroy classified information)	\$0.00
4. Declassification (include resources used to identify and process information subject to the automatic, systematic, discretionary, or mandatory review programs authorized by Executive Order or Statute)	\$0.00
5. Protection and Maintenance for Classified Information Systems (include resources used to protect and maintain classified information systems from unauthorized access or modification of information, and against the denial of service to authorized users, including measures necessary to detect, document, and counter such threats)	\$0.00
6. Operations Security and Technical Surveillance Countermeasures (include personnel and operating expenses associated with OPSEC and TSCM)	\$0.00
7. Professional Education, Training, and Awareness (include resources used to establish, maintain, direct, support, and assess an information security training and awareness program; certification and approval of the training program; development, management, and maintenance of training records; training of personnel to perform tasks; and qualification and/or certification of personnel associated with classification-related activities)	\$0.00
8. Security Management, Oversight, and Planning (include resources associated with research, test, and evaluation; surveys, reviews, accreditation, and assessments; special access programs; security and investigative matters; industrial security; and foreign ownership, control, or influence (FOCI))	\$0.00
9. Unique Items (include department/agency-specific activities not reported in any of the categories listed above, but are nonetheless significant and need to be included)	\$0.00
TOTAL (sum of items 1-9)	\$4,234.12

Narrative: Provide a brief explanation of any significant difference between last year's and this year's cost estimates. Explain items entered into block 9, Unique Items.

The Marine Mammal Commission is a micro agency consisting of 14 full time permanent employees. In FY 12 the Commission paid \$250.00 for a new employee's investigation for the HSPD-12 credential. The Commission paid \$3,984.12 to DHS and \$504.59 to ADT for physical security. The Commission does not originate or store classified materials. Three employees maintain security clearances. The purpose of these clearances is to allow staff to attend interagency meetings where classified information is discussed.